

Memo To File:

Date: 5/17/12

To: Superfund Site File

From: Amber Krueger

Title: Simplified Purchase Orders

Subject: Attached all supporting documents for simplified purchase order no. 3K-3503-TTSA



AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. 0003	3. EFFECTIVE DATE 10/18/04	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY U.S. EPA Region VII PLMG/AAMS 901 North 5th Street Kansas City, KS 66101	7. ADMINISTERED BY (If other than Item 6)	CODE	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Twin City Janitorial Attn: Rebecca Langeller 1230 Commercial Blvd Herculeum, MO 63048		(✓)	9A. AMENDMENT OF SOLICITATION NO.
			9B. DATED (SEE ITEM 11)
		✓	10A. MODIFICATION OF CONTRACT/ORDER NO. 3K-3503-TASA
			10B. DATED (SEE ITEM 11) 10/16/2002
CODE	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 6 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. **FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.** If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

W93003 03 T 7AW0E 50102D A717RV01 2505 C001 (\$13,510.55)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.


(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
x	D. OTHER (Specify type of modification and authority) In accordance with FAR 42.302 (a)(70)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to de-obligate excess funds in the amount of \$13,510.55 and close out the purchase order.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) RONALD L. STEWART	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	15B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	15C. DATE SIGNED 10-18-04



Financial Data Warehouse Document Review

Document Summary: General Ledger Entries

Doc Type: MO
Doc No: 3K3503TTSA
Order Date: 10/23/02
Effective Date: 10/23/02
Closed Date:
Servicing Finance Office: AP22
Order Amount: \$15,493.75
Paid Amount: \$1,983.20
Available Amount: \$13,510.55
Vendor: TWIN CITY JANITORIAL SUPPL INC

Document Details:

Expand

Line#	Line Amt	Paid Amt	Available Amt	BFY	Fund	Org	Program	Job	BOC	CostOrg	Comments
001	\$15,493.75	\$1,983.20	\$13,510.55	2003	T	7AW0E	50102D	A717RV01	2505	C001	037AW93003

Document Activity:

Date	Ref Amount	Related Document	Direction	Date	Ref Amount	Related Document	Date	Ref Amount	Related Document
09/09/04	\$247.90	PV A4004971274	Forward						
07/29/04	\$495.80	PV A4003743742	Forward						
03/17/03	\$1,239.50	PV A3003751016	Forward						
10/23/02	\$15,493.75	RQ 037AW93003	Back						

[Financial Data Warehouse Homepage](#)
[EPA@Work Home](#) | [EPA Internet](#) | [Search](#) | [Comments](#)

http://oasint.rtpnc.epa.gov/pls/neis/ifms_web.finance_result
 This web page was last updated on 03/03/2004.
 This data was last updated on 10/18/2004 10:06
 This page coordinated by: [Natasha McCann](#)



R7 Contracts
Sent by: Nathan Mires

10/18/2004 03:51 PM

To Group DDC-Customer@EPA
cc Phyllis Carrasco/PLMG/R7/USEPA/US

bcc

Subject Transmittal#07-0500123 - PO#4K-0356-NTSA - MOD#0002;
PO#3K-3503-TASA - MOD#0003; 68-S7-02-04: TO#0032 -
MOD#0002; TO#0038 - MOD#0001; TO#0040 - MOD#0001;
TO#0042 - MOD#0002; TO#0043 - MOD#0001; TO#0048 -
MOD#0001; TO#0049 - MOD#0002; TO#0050 - MOD#0002;
TO#0051 - MOD#0001; TO#0052 - MOD#0002; TO#0053 -
MOD#0002; TO#0056 - MOD#0001; TO#0057 - MOD#0001

Environmental Protection Agency, Region 7
National Contract Payment Division, N.C. 27711
Obligation Document Transmittal Form







Transmittal #07-0500123

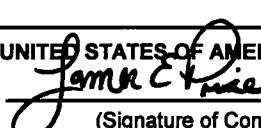
Region: 07-FY 2004

Monday, October 18, 2004

Page: 1 of 1

Be advised, that the following Contract document(s) are attached. The Contract(s) can be viewed by clicking on the attachment(s) below & then clicking on **view** to open. After opening, you may print your copy using a high-end printer (ex. HP 4si or higher). If for any reason you can not print, please contact your help desk and they will further assist you in printing. In addition, please do not hesitate to contact me if you have any questions. Thank you. **Nathan Mires, Contract Specialist**

Contract # P.O. #	D.O. #T.O. #	Mod #	Attachment
4K-0356-NASA		0002	 4K-0356-NASA - MOD#0002.pdf
3K-3503-TASA		0003	 3K-3503-TASA - MOD#0003.pdf
68-S7-02-04	0038	0001	 68-S7-02-04 - TO#0038 - MOD#0001.pdf
68-S7-02-04	0032	0002	 68-S7-02-04 - TO#0032 - MOD#0002.pdf
68-S7-02-04	0043	0001	 68-S7-02-04 - TO#0043 - MOD#0001.pdf
68-S7-02-04	0040	0001	 68-S7-02-04 - TO#0040 - MOD#0001.pdf
68-S7-02-04	0052	0002	

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT CODE N/A		PAGE OF PAGES 1 8	
2. AMENDMENT/MODIFICATION NO. 2		3. EFFECTIVE DATE 08/18/2004		4. REQUISITION/PURCHASE REQ. NO. PR-KS-03-00007/03-W93003		5. PROJECT NO. (If Applicable)	
6. ISSUED BY U.S. EPA US EPA REGION 7 - CONTRACTS & ACQUISITION UNIT 901 N. 5TH STREET KANSAS CITY, KS66101		CODE 68-01-1007 Mail Drop: CNTF		7. ADMINISTERED BY (If other than Item 6) CODE			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State, ZIP Code) TWIN CITY JANITORIAL SUPPLY ATTN: REBECCA LANGELIER 1230 COMMERCIAL BLVD HERCULANEUM, MO63048 Fax Number: (636) 937-2887 Phone Number: (636) 937-6506				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				X 10A. MOD OF CONTRACT/ORDER NO. 3K-3503-TTSA			
				10B. DATED (SEE ITEM 13) 01/03/2003			
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended.							
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:							
(a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the s							
12. ACCOUNTING AND APPROPRIATION DATA (If Required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
X B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b) .							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor is <input type="checkbox"/> is not, <input checked="" type="checkbox"/> required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by CUF section headings, including solicitation/contract subject matter where feasible.) This order is hereby modified as set forth on the following page(s). (Please See Block 14 on Page 2 For Modification Notes)							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) JAMES E. PRICE			
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)		16C. DATE SIGNED 8/18/04	

The purpose of this modification is to change the period of performance ending date to 09/30/04. This new period of performance ending date will allow eligible resident time to pick-up vacuum cleaners. All other terms and conditions shall remain the same.

PAGE NO.
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 08/18/2004

CONTRACT NO.
N/A

ORDER NO. 3K-3503-TTSA

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	The following line item has been modified:					
1						
From :	Eureka Vacuum Cleaner Model # 4684B, True Hepa Sealed Vacuum Filtration. See HEPA Vacuum Cleaner Statement of Work For Ordering Instructions.	125	EACH	\$ 123.95	\$ 15,493.75	
	Period of Performance: From: 10/16/2002 to 01/16/2003 To: 10/16/2002 to 10/15/2003					
To :	Eureka Vacuum Cleaner Model # 4684B, True Hepa Sealed Vacuum Filtration. See HEPA Vacuum Cleaner Statement of Work For Ordering Instructions.	125	EACH	\$ 123.95	\$ 15,493.75	
	Period of Performance: From: 10/16/2002 to 01/16/2003 To: 10/16/2002 to 09/30/2004					
	The following deliver by date has been changed:					
From :	01/16/2003					
To:	09/30/2004					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))						

Additional Clause(s):

CUSTOM FOR PURCHASE ORDER & PAYMENT INFORMATION

For purchase order information, contact the "Buyer" indicated in block 10 of your purchase order. For payment information, contact the Commodity Payment Section, Mary Ann Keith at (919) 541-1468.

CUSTOM INVOICES

Invoices shall be prepared in original and at least one copy, containing the following information: Purchase Order Number, description of commodities/services furnished, period of performance, taxpayer ID number and amount due. Invoices shall be submitted to the address specified in block 21 of this order.

CUSTOM TAX EXEMPT

The Federal Government is exempted from paying taxes. Our tax exempt number is 52-085-2695.

**EPAAR 1552.211-79 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (OCT 00)
COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (OCT 2000)**

(a) Definition. Information Resources Management (IRM) is defined as any planning, budgeting, organizing, directing, training, promoting, controlling, and managing activities associated with the burden, collection, creation, use and dissemination of information. IRM includes both information itself, and the management of information and related resources such as personnel, equipment, funds, and technology. Examples of these services include but are not limited to the following:

(1) The acquisition, creation, or modification of a computer program or automated data base for delivery to EPA or use by EPA or contractors operating EPA programs.

(2) The analysis of requirements for, study of the feasibility of, evaluation of alternatives for, or design and development of a computer program or automated data base for use by EPA or contractors operating EPA programs.

(3) Services that provide EPA personnel access to or use of computer or word processing equipment, software, or related services.

(4) Services that provide EPA personnel access to or use of: Data communications; electronic messaging services or capabilities; electronic bulletin boards, or other forms of electronic information dissemination; electronic record-keeping; or any other automated information services.

EPAAR 1552.211-79 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (OCT 00)

(b) General. The Contractor shall perform any IRM related work under this contract in accordance with the IRM policies, standards and procedures set forth in this clause and noted below. Upon receipt of a work request (i.e. delivery order or work assignment), the Contractor shall check this listing of directives (see paragraph (d) for electronic access). The applicable directives for performance of the work request are those in effect on the date of issuance of the work request.

(1) IRM Policies, Standards and Procedures. The 2100 Series (2100-2199) of the Agency's Directive System contains the majority of the Agency's IRM policies, standards and procedures.

(2) Groundwater Program IRM Requirement. A contractor performing any work related to collecting Groundwater data; or developing or enhancing data bases containing Groundwater quality data shall comply with EPA Order 7500.1A - Minimum Set of Data Elements for Groundwater.

EPAAR 1552.211-79 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (I (OCT 00)
(3) EPA Computing and Telecommunications Services. The Enterprise Technology Services Division (ETSD) Operational Directives Manual contains procedural information about the operation of the Agency's computing and telecommunications services. Contractors performing work for the Agency's National Computer Center or those who are developing systems which will be operating on the Agency's national platforms must comply with procedures established in the Manual. This document may be found at: <http://www.epa.gov/docs/etsdop/>.

(c) Printed Documents. Documents listed in (b)(1) and (b)(2) may be obtained from:

U.S. Environmental Protection Agency
Office of Administration
Facilities Management and Services Division
Distribution Section
Mail Code: 3204
Ariel Rios Building
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Phone: (202) 260-5797

(d) Electronic Access. A complete listing, including full text, of documents included in the 2100 Series of the Agency's Directive System is maintained on the EPA Public Access Server on the Internet at <http://epa.gov/docs/irmpoli8/>.

****end of clause****

EPAAR 1552.233-70 NOTICE OF FILING REQUIREMENTS FOR AGENCY PROTESTS (JUL 99)
Agency protests must be filed with the Contracting Officer in accordance with the requirements of FAR 33.103(d) and (e). Within 10 calendar days after receipt of an adverse Contracting Officer decision, the protester may submit a written request for an independent review by the Head of the Contracting Activity. This independent review is available only as an appeal of a Contracting Officer decision on a protest. Accordingly, as provided in 4 CFR 21.2(a)(3), any protest to the GAO must be filed within 10 days of knowledge of the initial adverse Agency action.

FAR 52.204-3 Taxpayer Identification (JUN 97)

FAR 52.213-2 INVOICES (APR 84)

The Contractor's invoices must be submitted before payment can be made. The contractor will be paid on the basis of the invoice, which must state—

- (a) The starting and ending dates of the subscription delivery; and
- (b) Either that orders have been placed in effect for the addressees required, or that the orders will be placed in effect upon receipt of payment.

FAR 52.213-3 Notice to Supplier (APR 84)
This is a firm order only if your price does not exceed the maximum line item or total price in the Schedule. Submit invoices to the Contracting Officer. If you cannot perform in exact accordance with this order, WITHHOLD PERFORMANCE and notify the Contracting Officer immediately, giving your quotation.

FAR 52.222-26 Equal Opportunity (APR 84)

FAR 52.222-3 Convict Labor (APR 84)

FAR 52.222-35 Affirmative Action for Handicapped Workers (APR 84)

FAR 52.222-36 Affirmative Action for Handicapped Workers (APR 84)

FAR 52.222-37 Employment Reports on Special Disabled Veterans and Veterans of the Vietnam Era (JAN 88)

FAR 52.232-1 Payments (APR 84)

FAR 52.232-25 Prompt Payments (MAR 94)

FAR 52.232-33 Mandatory Information for Electronic Funds Transfer Payment (AUG 96)

FAR 52.233-1 Disputes (APR 84)

FAR 52.243-1 Changes - Fixed Price (APR 84)

FAR 52.249-1 Termination for Convenience of the Government (Fixed Price) (Short Form) (APR 84)

FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (APR 84)

FAR a 52.232-34 Payment by Electronic Funds Transfer—Other than Central Contractor Registration (I) (MAY 99)
PAYMENT BY ELECTRIC FUNDS TRANSFER—OTHER THAN CENTRAL CONTRACTOR REGISTRATION (MAY 1999)

(a) Method of payment.

(1) All payments by the Government under this contract shall be made by electronic funds transfer (EFT) except as provided in paragraph (a)(2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer and may also include the payment information transfer.

(2) In the event the Government is unable to release one or more payments by EFT, the Contractor agrees to either—

(i) Accept payment by check or some other mutually agreeable method of payment; or

(ii) Request the Government to extend payment due dates until such time as the Government makes payment by EFT (but see paragraph (d) of this clause).

(b) Mandatory submission of Contractors EFT information.

(1) The Contractor is required to provide the Government with the information required to make payment by EFT (see paragraph (j) of this clause). The Contractor shall provide this information directly to the office designated in this contract to receive that information (hereafter: "designated office") by no later than 15 days prior to submission of the first request for payment. If not otherwise specified in this contract, the payment office is the designated office for receipt of the Contractors EFT information. If more than one designated office is named for the contract, the Contractor shall provide a separate notice to each office. In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the designated office(s).

FAR b 52.232-34 Payment by Electronic Funds Transfer—Other than Central Contractor Registration (II) (MAY 99)
PAYMENT BY ELECTRIC FUNDS TRANSFER (Continued)

(2) If the Contractor provides EFT information applicable to multiple contracts, the Contractor shall specifically state the applicability of this EFT information in terms acceptable to the designated office. However, EFT information supplied to a designated office shall be applicable only to contracts that identify that designated office as the office to receive EFT information for that contract.

(c) Mechanisms for EFT payment. The Government may make payment by EFT through either the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association, or the Fedwire Transfer System. The rules governing Federal payments through the ACH are contained in 31 CFR part 210.

(d) Suspension of payment.

(1) The Government is not required to make any payment under this contract until after receipt, by the designated office, of the correct EFT payment information from the Contractor. Until receipt of the correct EFT information, any invoice or contract financing request shall be deemed not to be a proper invoice for the purpose of prompt payment under this contract. The prompt payment terms of the contract regarding notice of an improper invoice and delays in accrual of interest penalties apply.

(2) If the EFT information changes after submission of correct EFT information, the Government shall begin using the changed EFT information no later than 30 days after its receipt by the designated office to the extent payment is made by EFT. However, the Contractor may request that no further payments be made until the updated EFT information is implemented by the payment office. If such suspension would result in a late payment under the prompt payment terms of this contract, the Contractors request for suspension shall extend the due date for payment by the number of days of the suspension.

(e) Liability for uncompleted or erroneous transfers.

(1) If an uncompleted or erroneous transfer occurs because the Government used the Contractors EFT information incorrectly, the Government remains responsible for--

(i) Making a correct payment;

(ii) Paying any prompt payment penalty due; and

(iii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because the Contractors EFT information was incorrect, or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and--

(i) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or

(ii) If the funds remain under the control of the payment office, the Government shall not make payment and the provisions of paragraph (d) shall apply.

(f) EFT and prompt payment. A payment shall be deemed to have been made in a timely manner in accordance with the prompt payment terms of this contract if, in the EFT payment transaction instruction released to the Federal Reserve System, the date specified for settlement of the payment is on or before the prompt payment due date, provided the specified payment date is a valid date under the rules of the Federal Reserve System.

(g) EFT and assignment of claims. If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall provide the EFT information required by paragraph (j) of this clause to the designated office, and shall be paid by EFT in accordance with the terms of this clause. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of paragraph (d) of this clause.

(h) Liability for change of EFT information by financial agent. The Government is not liable for errors resulting from changes to EFT information provided by the Contractors financial agent.

FAR e

52.232-34 Payment by Electronic Funds Transfer--Other than Central Contractor Registration (V)
PAYMENT BY ELECTRIC FUNDS TRANSFER (Continued)

(MAY 99)

(i) Payment information. The payment or disbursing office shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. The Government may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods the payment office is capable of executing. However, the Government does not guarantee that any particular format or method of delivery is available at any particular payment office and retains the latitude to use the format and delivery method most convenient to the Government. If the Government makes payment by check in accordance with paragraph (a) of this clause, the Government shall mail the payment information to the remittance address in the contract.

(j) EFT information. The Contractor shall provide the following information to the designated office. The Contractor may supply this data for this or multiple contracts (see paragraph (b) of this clause). The Contractor shall designate a single financial agent per contract capable of receiving and processing the EFT information using the EFT methods described in paragraph (c) of this clause.

(1) The contract number (or other procurement identification number).

(2) The Contractors name and remittance address, as stated in the contract(s).

(3) The signature (manual or electronic, as appropriate), title, and telephone number of the Contractor official authorized to provide this information.

(4) The name, address, and 9-digit Routing Transit Number of the Contractors financial agent.

(5) The Contractors account number and the type of account (checking, saving, or lockbox).

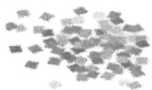
FAR f

52.232-34 Payment by Electronic Funds Transfer--Other than Central Contractor Registration (VI)
PAYMENT BY ELECTRIC FUNDS TRANSFER (Continued)

(MAY 99)

(6) If applicable, the Fedwire Transfer System telegraphic abbreviation of the Contractors financial agent.

(7) If applicable, the Contractor shall also provide the name, address, telegraphic abbreviation, and 9-digit Routing Transit Number of the correspondent financial institution receiving the wire transfer payment if the Contractors financial agent is not directly on-line to the Fedwire Transfer System; and, therefore, not the receiver of the wire transfer payment.



Teri
Hankins/SUPR/R7/USEPA/US

08/12/2004 08:32 AM

To James Price/PLMG/R7/USEPA/US@EPA, Phyllis
Carrasco/PLMG/R7/USEPA/US@EPA

cc

bcc

Subject Fw: PO 3K3503TTSA

If the mod did not state "how long" can we put in a date that would cover the costs of this invoice?

----- Forwarded by Teri Hankins/SUPR/R7/USEPA/US on 08/12/2004 08:31 AM -----



Michelle Graf/RTP/USEPA/US

08/12/2004 08:21 AM

To Teri Hankins/SUPR/R7/USEPA/US@EPA, James
Price/PLMG/R7/USEPA/US@EPA

cc

Subject PO 3K3503TTSA

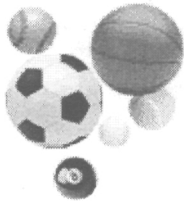
Teri, James

I am currently working on PO3K3503TTSA, "Twin City Janitorial Supply". Mod number 1 is the last mod in the system and the period of performance ran out 10/15/03, it states that the period of performance ending date is hereby extended to allow eligible resident enough time to pick-up vacuum cleaner, but does not state how long. I need a new mod extending the period of performance before I can pay the current invoice I am working with. Please contact me and let me know the status of this purchase order. See attached invoice.



A4004940195.p

Thank-you
Michelle Graf
Phone Number 919-541-1004
Fax Number 919-541-4975



R7 Contracts
Sent by: James Price
08/18/2004 08:57 AM

To Group DDC-Customer@EPA
Phyllis Carrasco/PLMG/R7/USEPA/US, Jim
Silver/SUPR/R7/USEPA/US, Bruce
cc Morrison/SUPR/R7/USEPA/US, Teri
Hankins/SUPR/R7/USEPA/US, Michelle
Graf/RTP/USEPA/US
bcc
Subject Obligation Document Transmittal #7-0400663
(3K-3503-TTSA MOD 0002)

Environmental Protection Agency, Region 7
National Contract Payment Division, N.C. 27711
Obligation Document Transmittal Form


Transmittal # 7-0400663

Region: 07-FY 2003

Wednesday, August 18, 2004

Page: 1 of 1

Be advised, that the following Contract document(s) are attached. The Contract(s) can be viewed by clicking on the attachment(s) below & then clicking on **view** to open. After opening, you may print your copy using a high-end printer (ex. HP 4si or higher). If for any reason you can not print, please contact your help desk and they will further assist you in printing. In addition, please do not hesitate to contact me if you have any questions. Thank you. **James E. Price Contract Specialist**

Contract # P.O. #	D.O. # T.O. #	Mod #	Attachment
3K-3503-TTSA		0002	 3K-3503-TTSA_MOD 0002.PDF

James E. Price
U.S. EPA - Region 7
Office of Policy & Management
Acquisition & Assistance Management Section
Contracts & Acquisition Unit
901- N. 5th Street
Kansas City, KS 66101-2907
phone: 913-551-7239/ fax: 913-551-9239
e-mail: price.james@epa.gov

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT CODE N/A		PAGE OF PAGES 1 7		
2. AMENDMENT/MODIFICATION NO. 1		3. EFFECTIVE DATE 01/03/2003		4. REQUISITION/PURCHASE REQ. NO. PR-KS-03-00007/03-W93003		5. PROJECT NO. (If Applicable)	
6. ISSUED BY U.S. EPA US EPA REGION 7 - CONTRACTS & ACQUISITION UNIT 901 N. 5TH STREET KANSAS CITY, KS66101		CODE 68-01-1007 Mail Drop: CNTR		7. ADMINISTERED BY (If other than Item 6)			CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State, ZIP Code) TWIN CITY JANITORIAL SUPPLY ATTN: REBECCA LANGELIER 1230 COMMERCIAL BLVD HERCULANEUM, MO63048 Fax Number: (636) 937-2887 Phone Number: (636) 937-6506				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				X 10A. MOD OF CONTRACT/ORDER NO. 3K-3503-TTSA			
				10B. DATED (SEE ITEM 13) 10/16/2002			
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If Required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
X B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor is <input type="checkbox"/> is not, <input checked="" type="checkbox"/> required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by CUF section headings, including solicitation/contract subject matter where feasible.) This order is hereby modified as set forth on the following page(s). (Please See Block 14 on Page 2 For Modification Notes)							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				JAMES E. PRICE			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
(Signature of person authorized to sign)				BY <u>James E. Price</u> (Signature of Contracting Officer)		01/03/03	

The purpose of this modification is to change the deliver to F.O.B. point on or before date from 01/16/2003 to 10/15/2003. In addition, the period of performance ending date is hereby extended to allow eligible residents enough time to pick-up vacuum cleaner. All other terms and conditions shall remain the same.

**ORDER FOR SUPPLIES AND SERVICE
SCHEDULE - CONTINUATION**

PAGE NO.
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 01/03/2003

CONTRACT NO.
N/A

ORDER NO. 3K-3503-TTSA

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
The following line item has been modified:						
1						
From :	Eureka Vacuum Cleaner Model # 4684B, True Hepa Sealed Vacuum Filtration. See HEPA Vacuum Cleaner Statement of Work For Ordering Instructions.	125	EACH	\$ 123.95	\$ 15,493.75	
To :	Eureka Vacuum Cleaner Model # 4684B, True Hepa Sealed Vacuum Filtration. See HEPA Vacuum Cleaner Statement of Work For Ordering Instructions.	125	EACH	\$ 123.95	\$ 15,493.75	
	Period of Performance: From: 10/16/2002 to 01/16/2003 To: 10/16/2002 to 10/15/2003					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))						

Additional Clause(s):

CUSTOM

FOR PURCHASE ORDER & PAYMENT INFORMATION

For purchase order information, contact the "Buyer" indicated in block 10 of your purchase order. For payment information, contact the Commodity Payment Section, Mary Ann Keith at (919) 541-1468.

CUSTOM

INVOICES

Invoices shall be prepared in original and at least one copy, containing the following information: Purchase Order Number, description of commodities/services furnished, period of performance, taxpayer ID number and amount due. Invoices shall be submitted to the address specified in block 21 of this order.

CUSTOM

TAX EXEMPT

The Federal Government is exempted from paying taxes. Our tax exempt number is 52-085-2695.

EPAAR

**1552.211-79 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (OCT 00)
COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (OCT 2000)**

(a) Definition. Information Resources Management (IRM) is defined as any planning, budgeting, organizing, directing, training, promoting, controlling, and managing activities associated with the burden, collection, creation, use and dissemination of information. IRM includes both information itself, and the management of information and related resources such as personnel, equipment, funds, and technology. Examples of these services include but are not limited to the following:

- (1) The acquisition, creation, or modification of a computer program or automated data base for delivery to EPA or use by EPA or contractors operating EPA programs.
- (2) The analysis of requirements for, study of the feasibility of, evaluation of alternatives for, or design and development of a computer program or automated data base for use by EPA or contractors operating EPA programs.
- (3) Services that provide EPA personnel access to or use of computer or word processing equipment, software, or related services.
- (4) Services that provide EPA personnel access to or use of: Data communications; electronic messaging services or capabilities; electronic bulletin boards, or other forms of electronic information dissemination; electronic record-keeping; or any other automated information services.

EPAAR

1552.211-79 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (II) (OCT 00)

(b) General. The Contractor shall perform any IRM related work under this contract in accordance with the IRM policies, standards and procedures set forth in this clause and noted below. Upon receipt of a work request (i.e. delivery order or work assignment), the Contractor shall check this listing of directives (see paragraph (d) for electronic access). The applicable directives for performance of the work request are those in effect on the date of issuance of the work request.

- (1) IRM Policies, Standards and Procedures. The 2100 Series (2100-2199) of the Agencies Directive System contains the majority of the Agencies IRM policies, standards and procedures.
- (2) Groundwater Program IRM Requirement. A contractor performing any work related to collecting Groundwater data; or developing or enhancing data bases containing Groundwater quality data shall comply with EPA Order 7500.1A - Minimum Set of Data Elements for Groundwater.

EPAAR

1552.211-79 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (III) (OCT 00)

(3) EPA Computing and Telecommunications Services. The Enterprise Technology Services Division (ETSD) Operational Directives Manual contains procedural information about the operation of the Agencies computing and telecommunications services. Contractors performing work for the Agencies National Computer Center or those who are developing systems which will be operating on the Agencies national platforms must comply with procedures established in the Manual. This document may be found at: <http://www.epa.gov/docs/etsdop/>.

- (c) Printed Documents. Documents listed in (b)(1) and (b)(2) may be obtained from:

U.S. Environmental Protection Agency
Office of Administration
Facilities Management and Services Division
Distribution Section
Mail Code: 3204
Ariel Rios Building
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Phone: (202) 260-5797

(d) Electronic Access. A complete listing, including full text, of documents included in the 2100 Series of the Agencies Directive System is maintained on the EPA Public Access Server on the Internet at <http://epa.gov/docs/irmpoli8/>.

****end of clause****

EPAAR 1552.233-70 NOTICE OF FILING REQUIREMENTS FOR AGENCY PROTESTS (JUL 99)

Agency protests must be filed with the Contracting Officer in accordance with the requirements of FAR 33.103(d) and (e). Within 10 calendar days after receipt of an adverse Contracting Officer decision, the protester may submit a written request for an independent review by the Head of the Contracting Activity. This independent review is available only as an appeal of a Contracting Officer decision on a protest. Accordingly, as provided in 4 CFR 21.2(a)(3), any protest to the GAO must be filed within 10 days of knowledge of the initial adverse Agency action.

FAR 52.204-3 Taxpayer Identification (JUN 97)

FAR 52.213-2 INVOICES (APR 84)

The Contractor's invoices must be submitted before payment can be made. The contractor will be paid on the basis of the invoice, which must state—

(a) The starting and ending dates of the subscription delivery; and

(b) Either that orders have been placed in effect for the addressees required, or that the orders will be placed in effect upon receipt of payment.

FAR 52.213-3 Notice to Supplier (APR 84)

This is a firm order only if your price does not exceed the maximum line item or total price in the Schedule. Submit invoices to the Contracting Officer. If you cannot perform in exact accordance with this order, WITHHOLD PERFORMANCE and notify the Contracting Officer immediately, giving your quotation.

FAR 52.222-26 Equal Opportunity (APR 84)

FAR 52.222-3 Convict Labor (APR 84)

FAR 52.222-35 Affirmative Action for Handicapped Workers (APR 84)

FAR 52.222-36 Affirmative Action for Handicapped Workers (APR 84)

FAR 52.222-37 Employment Reports on Special Disabled Veterans and Veterans of the Vietnam Era (JAN 88)

FAR 52.232-1 Payments (APR 84)

FAR 52.232-25 Prompt Payments (MAR 94)

FAR 52.232-33 Mandatory Information for Electronic Funds Transfer Payment (AUG 96)

FAR 52.233-1 Disputes (APR 84)

FAR 52.243-1 Changes - Fixed Price (APR 84)

FAR 52.249-1 Termination for Convenience of the Government (Fixed Price) (Short Form) (APR 84)

FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (APR 84)

FAR a 52.232-34 Payment by Electronic Funds Transfer--Other than Central Contractor Registration (I) (MAY 99)
PAYMENT BY ELECTRIC FUNDS TRANSFER--OTHER THAN CENTRAL CONTRACTOR REGISTRATION (MAY 1999)

(a) Method of payment.

(1) All payments by the Government under this contract shall be made by electronic funds transfer (EFT) except as provided in paragraph (a)(2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer and may also include the payment information transfer.

(2) In the event the Government is unable to release one or more payments by EFT, the Contractor agrees to either--

(i) Accept payment by check or some other mutually agreeable method of payment; or

(ii) Request the Government to extend payment due dates until such time as the Government makes payment by EFT (but see paragraph (d) of this clause).

(b) Mandatory submission of Contractors EFT information.

(1) The Contractor is required to provide the Government with the information required to make payment by EFT (see paragraph (j) of this clause). The Contractor shall provide this information directly to the office designated in this contract to receive that information (hereafter: "designated office") by no later than 15 days prior to submission of the first request for payment. If not otherwise specified in this contract, the payment office is the designated office for receipt of the Contractors EFT information. If more than one designated office is named for the contract, the Contractor shall provide a separate notice to each office. In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the designated office(s).

FAR b 52.232-34 Payment by Electronic Funds Transfer--Other than Central Contractor Registration (II) (MAY 99)
PAYMENT BY ELECTRIC FUNDS TRANSFER (Continued)

(2) If the Contractor provides EFT information applicable to multiple contracts, the Contractor shall specifically state the applicability of this EFT information in terms acceptable to the designated office. However, EFT information supplied to a designated office shall be applicable only to contracts that identify that designated office as the office to receive EFT information for that contract.

(c) Mechanisms for EFT payment. The Government may make payment by EFT through either the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association, or the Fedwire Transfer System. The rules governing Federal payments through the ACH are contained in 31 CFR part 210.

(d) Suspension of payment.

(1) The Government is not required to make any payment under this contract until after receipt, by the designated office, of the correct EFT payment information from the Contractor. Until receipt of the correct EFT information, any invoice or contract financing request shall be deemed not to be a proper invoice for the purpose of prompt payment under this contract. The prompt payment terms of the contract regarding notice of an improper invoice and delays in accrual of interest penalties apply.

FAR c 52.232-34 Payment by Electronic Funds Transfer--Other than Central Contractor Registration (III) (MAY 99)
PAYMENT BY ELECTRIC FUNDS TRANSFER (Continued)

(2) If the EFT information changes after submission of correct EFT information, the Government shall begin using the changed EFT information no later than 30 days after its receipt by the designated office to the extent payment is made by EFT. However, the Contractor may request that no further payments be made until the updated EFT information is implemented by the payment office. If such suspension would result in a late payment under the prompt payment terms of this contract, the Contractors request for suspension shall extend the due date for payment by the number of days of the suspension.

(e) Liability for uncompleted or erroneous transfers.

(1) If an uncompleted or erroneous transfer occurs because the Government used the Contractors EFT information incorrectly, the Government remains responsible for--

(i) Making a correct payment;

(ii) Paying any prompt payment penalty due; and

(iii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because the Contractors EFT information was incorrect, or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and--

(i) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or

(ii) If the funds remain under the control of the payment office, the Government shall not make payment and the provisions of paragraph (d) shall apply.

FAR d 52.232-34 Payment by Electronic Funds Transfer--Other than Central Contractor Registration (III) (MAY 99)
PAYMENT BY ELECTRIC FUNDS TRANSFER (Continued)

(f) EFT and prompt payment. A payment shall be deemed to have been made in a timely manner in accordance with the prompt payment terms of this contract if, in the EFT payment transaction instruction released to the Federal Reserve System, the date specified for settlement of the payment is on or before the prompt payment due date, provided the specified payment date is a valid date under the rules of the Federal Reserve System.

(g) EFT and assignment of claims. If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall provide the EFT information required by paragraph (j) of this clause to the designated office, and shall be paid by EFT in accordance with the terms of this clause. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of paragraph (d) of this clause.

(h) Liability for change of EFT information by financial agent. The Government is not liable for errors resulting from changes to EFT information provided by the Contractors financial agent.

FAR e 52.232-34 Payment by Electronic Funds Transfer--Other than Central Contractor Registration (V) (MAY 99)
PAYMENT BY ELECTRIC FUNDS TRANSFER (Continued)

(i) Payment information. The payment or disbursing office shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. The Government may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods the payment office is capable of executing. However, the Government does not guarantee that any particular format or method of delivery is available at any particular payment office and retains the latitude to use the format and delivery method most convenient to the Government. If the Government makes payment by check in accordance with paragraph (a) of this clause, the Government shall mail the payment information to the remittance address in the contract.

(j) EFT information. The Contractor shall provide the following information to the designated office. The Contractor may supply this data for this or multiple contracts (see paragraph (b) of this clause). The Contractor shall designate a single financial agent per contract capable of receiving and processing the EFT information using the EFT methods described in paragraph (c) of this clause.

(1) The contract number (or other procurement identification number).

(2) The Contractors name and remittance address, as stated in the contract(s).

(3) The signature (manual or electronic, as appropriate), title, and telephone number of the Contractor official authorized to provide this information.

(4) The name, address, and 9-digit Routing Transit Number of the Contractors financial agent.

(5) The Contractors account number and the type of account (checking, saving, or lockbox).

FAR f 52.232-34 Payment by Electronic Funds Transfer--Other than Central Contractor Registration (VI) (MAY 99)
PAYMENT BY ELECTRIC FUNDS TRANSFER (Continued)

(6) If applicable, the Fedwire Transfer System telegraphic abbreviation of the Contractors financial agent.

(7) If applicable, the Contractor shall also provide the name, address, telegraphic abbreviation, and 9-digit Routing Transit Number of the correspondent financial institution receiving the wire transfer payment if the Contractors financial agent is not directly on-line to the Fedwire Transfer System; and, therefore, not the receiver of the wire transfer payment.

James Price

01/06/2003 09:35 AM

To: Teri Hankins/SUPR/R7/USEPA/US, Bruce
Morrison/SUPR/R7/USEPA/US, Jim Silver/SUPR/R7/USEPA/US,
Phyllis Carrasco/PLMG/R7/USEPA/US,

cc:

cc:

Subject: Modification

Dear Teri, Bruce, Jim, and Phyllis:

Be advised, that I am sending you a copy of Modification 0001 for Purchase Order 3K-3503-TTSA. It can be viewed by clicking on the attachment below, and then clicking **view** to open. After opening, you may print your copy using a high-end printer (ex. HP 4si or higher).

If for any reason you can not print it, please contact your help desk and they will further assist you in printing. In addition, please do not hesitate to contact me if you need a signed copy or have any questions at (913) 551-7239.

Thank you,

James Price
Contract Specialist

PO 3K-3503-TTSA



Modification 1.PDF



Teri Hankins

12/30/2002 12:51 PM

To: James Price/PLMG/R7/USEPA/US@EPA
cc:
Subject: Re: Herculaneum Vacuum Procurement

What will you need from us?

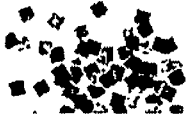
----- Forwarded by Teri Hankins/SUPR/R7/USEPA/US on 12/30/02 12:51 PM -----

Bruce Morrison

12/30/02 12:43 PM

To: Teri Hankins/SUPR/R7/USEPA/US@EPA
cc:
Subject: Re: Herculaneum Vacuum Procurement

Please extend this for another year. We will not be providing a lot of vacuums, probably only about 1 or 2 a month, but we need the capability of doing so. thanks
Teri Hankins



Teri Hankins

12/30/2002 11:19 AM

To: Bruce Morrison/SUPR/R7/USEPA/US@EPA, Jim
Silver/SUPR/R7/USEPA/US@EPA
cc: James Price/PLMG/R7/USEPA/US@EPA
Subject: Herculaneum Vacuum Procurement

The current procurement for the HEPA vacuums will expire on January 16, 2003.

Does this need to be extended?

Please let me know ASAP.

**Thanks,
Teri**

ORDER FOR SUPPLIES OR SERVICE

PAGE OF PAGES

1

8

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 10/16/2002		2. CONTRACT NO. (If any) N/A		6. SHIP TO:			
3. ORDER NO. 3K-3503-TTSA		4. REQUISITION/REFERENCE NO. 03-W93003 QT-KS-03-000009		a. NAME OF CONSIGNEE SHIPPING & RECEIVING			
5. ISSUING OFFICE (Address correspondence to) U.S. EPA Mail Drop: CNTR US EPA REGION 7 - CONTRACTS & ACQUISITION UNIT 901 N. 5TH STREET KANSAS CITY, KS 66101		b. STREET ADDRESS 901 N. 5TH STREET			Mail Drop: 9078		
7. TO:		c. CITY KANSAS CITY		d. STATE KS	e. ZIP CODE 66101		
a. NAME OF CONTRACTOR TWIN CITY JANITORIAL SUPPLY		8. TYPE OF ORDER		f. SHIP VIA:			
b. COMPANY NAME ATTN: REBECCA LANGEIER		Fax: (636) 937-2887 Ph: (636) 937-6506		<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please Furnish the following on the terms and conditions specified on both sides of this order and on the attached sheets, if any, including delivery as indicated.			
c. STREET ADDRESS 1230 COMMERCIAL BLVD		d. CITY HERCULANEUM		e. STATE MO	f. ZIP CODE 63048		
10. REQUISITIONING OFFICE US EPA REGION 7 - SUPERFUND DIVISION		Buyer: JAMES E. PRICE (913) 551-7239					
9. ACCOUNTING AND APPROPRIATION DATA W93003 2003 T 7AW0E 50102D 2505 \$15493.75 A717RV01 C001 TIN: 752-99-7582 Corp Status:							
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMAN-OWNED							
12. F.O.B. POINT FOB DESTINATION		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE Date		16. DISCOUNT TERMS	
13. PLACE OF				01/16/2003		NET30	
a. INSPECTION DESTINATION		b. ACCEPTANCE City KANSAS CITY State KS					
17. SCHEDULE (See reverse for Rejections)							
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
1	Eureka Vacuum Cleaner Model # 4684B, True Hepa Sealed Vacuum Filtration. See HEPA Vacuum Cleaner Statement of Work For Ordering Instructions.	125	EACH	\$ 123.95	\$ 15,493.75		
See Billing Instructions On Reverse	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		
	21. MAIL INVOICE TO:					\$.00	17(h)TOT (Cont. Pages)
	a. Name US EPA RESEARCH TRIANGLE PARK - FINANCIAL U.S. EPA Mail Drop D143-02						
	b. Street Address (or P.O. Box) MAIL DROP 143-02					\$ 15,493.75	17(i) GRAND TOTAL
c. City RESEARCH TRIANGLE PARK			d. STATE NC	e. ZIP CODE 27711			
22. UNITED STATES OF AMERICA BY (Signature) <i>James E. Price</i>			23. NAME (Typed) JAMES E. PRICE (913) 551-7239 TITLE: CONTRACTING/ORDERING OFFICER				

Clause(s):

CUSTOM

FOR PURCHASE ORDER & PAYMENT INFORMATION

For purchase order information, contact the "Buyer" indicated in block 10 of your purchase order. For payment information, contact the Commodity Payment Section, Mary Ann Keith at (919) 541-1468.

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EPAAR

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COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (OCT 2000)**

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(1) The acquisition, creation, or modification of a computer program or automated data base for delivery to EPA or use by EPA or contractors operating EPA programs.

(2) The analysis of requirements for, study of the feasibility of, evaluation of alternatives for, or design and development of a computer program or automated data base for use by EPA or contractors operating EPA programs.

(3) Services that provide EPA personnel access to or use of computer or word processing equipment, software, or related services.

(4) Services that provide EPA personnel access to or use of: Data communications; electronic messaging services or capabilities; electronic bulletin boards, or other forms of electronic information dissemination; electronic record-keeping; or any other automated information services.

EPAAR

1552.211-79 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (II) (OCT 00)

(b) General. The Contractor shall perform any IRM related work under this contract in accordance with the IRM policies, standards and procedures set forth in this clause and noted below. Upon receipt of a work request (i.e. delivery order or work assignment), the Contractor shall check this listing of directives (see paragraph (d) for electronic access). The applicable directives for performance of the work request are those in effect on the date of issuance of the work request.

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(2) Groundwater Program IRM Requirement. A contractor performing any work related to collecting Groundwater data; or developing or enhancing data bases containing Groundwater quality data shall comply with EPA Order 7500.1A - Minimum Set of Data Elements for Groundwater.

EPAAR 1552.211-79 COMPLIANCE WITH EPA POLICIES FOR INFORMATION RESOURCES MANAGEMENT (III) (OCT 00)
(3) EPA Computing and Telecommunications Services. The Enterprise Technology Services Division (ETSD) Operational Directives Manual contains procedural information about the operation of the Agency's computing and telecommunications services. Contractors performing work for the Agency's National Computer Center or those who are developing systems which will be operating on the Agency's national platforms must comply with procedures established in the Manual. This document may be found at:
<http://www.epa.gov/docs/etsdop/>.

(c) Printed Documents. Documents listed in (b)(1) and (b)(2) may be obtained from:

U.S. Environmental Protection Agency
Office of Administration
Facilities Management and Services Division
Distribution Section
Mail Code: 3204
Ariel Rios Building
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460
Phone: (202) 260-5797

(d) Electronic Access. A complete listing, including full text, of documents included in the 2100 Series of the Agency's Directive System is maintained on the EPA Public Access Server on the Internet at <http://epa.gov/docs/irmpoli8/>.

****end of clause****

EPAAR 1552.233-70 NOTICE OF FILING REQUIREMENTS FOR AGENCY PROTESTS (JUL 99)
Agency protests must be filed with the Contracting Officer in accordance with the requirements of FAR 33.103(d) and (e). Within 10 calendar days after receipt of an adverse Contracting Officer decision, the protester may submit a written request for an independent review by the Head of the Contracting Activity. This independent review is available only as an appeal of a Contracting Officer decision on a protest. Accordingly, as provided in 4 CFR 21.2(a)(3), any protest to the GAO must be filed within 10 days of knowledge of the initial adverse Agency action.

FAR 52.204-3 Taxpayer Identification (JUN 97)

FAR 52.213-2 INVOICES (APR 84)

The Contractor's invoices must be submitted before payment can be made. The contractor will be paid on the basis of the invoice, which must state—

- (a) The starting and ending dates of the subscription delivery; and
- (b) Either that orders have been placed in effect for the addressees required, or that the orders will be placed in effect upon receipt of payment.

FAR 52.213-3 Notice to Supplier (APR 84)
This is a firm order only if your price does not exceed the maximum line item or total price in the Schedule. Submit invoices to the Contracting Officer. If you cannot perform in exact accordance with this order, WITHHOLD PERFORMANCE and notify the Contracting Officer immediately, giving your quotation.

FAR 52.222-26 Equal Opportunity (APR 84)

FAR 52.222-3 Convict Labor (APR 84)

FAR 52.222-35 Affirmative Action for Handicapped Workers (APR 84)

FAR 52.222-36 Affirmative Action for Handicapped Workers (APR 84)

FAR 52.222-37 Employment Reports on Special Disabled Veterans and Veterans of the Vietnam Era (JAN 88)

FAR 52.232-1 Payments (APR 84)

FAR 52.232-25 Prompt Payments (MAR 94)

FAR 52.232-33 Mandatory Information for Electronic Funds Transfer Payment (AUG 96)

FAR 52.233-1 Disputes (APR 84)

FAR 52.243-1 Changes - Fixed Price (APR 84)

FAR 52.249-1 Termination for Convenience of the Government (Fixed Price) (Short Form) (APR 84)

FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (APR 84)

**FAR a 52.232-34 Payment by Electronic Funds Transfer—Other than Central Contractor Registration (I) (MAY 99)
PAYMENT BY ELECTRIC FUNDS TRANSFER—OTHER THAN CENTRAL CONTRACTOR REGISTRATION (MAY 1999)**

(a) Method of payment.

(1) All payments by the Government under this contract shall be made by electronic funds transfer (EFT) except as provided in paragraph (a)(2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer and may also include the payment information transfer.

(2) In the event the Government is unable to release one or more payments by EFT, the Contractor agrees to either--

(i) Accept payment by check or some other mutually agreeable method of payment; or

(ii) Request the Government to extend payment due dates until such time as the Government makes payment by EFT (but see paragraph (d) of this clause).

(b) Mandatory submission of Contractors EFT information.

(1) The Contractor is required to provide the Government with the information required to make payment by EFT (see paragraph (j) of this clause). The Contractor shall provide this information directly to the office designated in this contract to receive that information (hereafter: "designated office") by no later than 15 days prior to submission of the first request for payment. If not otherwise specified in this contract, the payment office is the designated office for receipt of the Contractors EFT information. If more than one designated office is named for the contract, the Contractor shall provide a separate notice to each office. In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the designated office(s).

FAR b 52.232-34 Payment by Electronic Funds Transfer—Other than Central Contractor Registration (II) (MAY 99)
PAYMENT BY ELECTRIC FUNDS TRANSFER (Continued)

(2) If the Contractor provides EFT information applicable to multiple contracts, the Contractor shall specifically state the applicability of this EFT information in terms acceptable to the designated office. However, EFT information supplied to a designated office shall be applicable only to contracts that identify that designated office as the office to receive EFT information for that contract.

(c) Mechanisms for EFT payment. The Government may make payment by EFT through either the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association, or the Fedwire Transfer System. The rules governing Federal payments through the ACH are contained in 31 CFR part 210.

(d) Suspension of payment.

(1) The Government is not required to make any payment under this contract until after receipt, by the designated office, of the correct EFT payment information from the Contractor. Until receipt of the correct EFT information, any invoice or contract financing request shall be deemed not to be a proper invoice for the purpose of prompt payment under this contract. The prompt payment terms of the contract regarding notice of an improper invoice and delays in accrual of interest penalties apply.

FAR c 52.232-34 Payment by Electronic Funds Transfer—Other than Central Contractor Registration (III) (MAY 99)
PAYMENT BY ELECTRIC FUNDS TRANSFER (Continued)

(2) If the EFT information changes after submission of correct EFT information, the Government shall begin using the changed EFT information no later than 30 days after its receipt by the designated office to the extent payment is made by EFT. However, the Contractor may request that no further payments be made until the updated EFT information is implemented by the payment office. If such suspension would result in a late payment under the prompt payment terms of this contract, the Contractors request for suspension shall extend the due date for payment by the number of days of the suspension.

(e) Liability for uncompleted or erroneous transfers.

(1) If an uncompleted or erroneous transfer occurs because the Government used the Contractors EFT information incorrectly, the Government remains responsible for—

(i) Making a correct payment;

(ii) Paying any prompt payment penalty due; and

(iii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because the Contractors EFT information was incorrect, or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and—

(i) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or

(ii) If the funds remain under the control of the payment office, the Government shall not make payment and the provisions of paragraph (d) shall apply.

FAR d 52.232-34 Payment by Electronic Funds Transfer—Other than Central Contractor Registration (IIII) (MAY 99)
PAYMENT BY ELECTRIC FUNDS TRANSFER (Continued)

(f) EFT and prompt payment. A payment shall be deemed to have been made in a timely manner in accordance with the prompt payment terms of this contract if, in the EFT payment transaction instruction released to the Federal Reserve System, the date specified for settlement of the payment is on or before the prompt payment due date, provided the specified payment date is a valid date under the rules of the Federal Reserve System.

(g) EFT and assignment of claims. If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall provide the EFT information required by paragraph (j) of this clause to the designated office, and shall be paid by EFT in accordance with the terms of this clause. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of paragraph (d) of this clause.

(h) Liability for change of EFT information by financial agent. The Government is not liable for errors resulting from changes to EFT information provided by the Contractors financial agent.

FAR e 52.232-34 Payment by Electronic Funds Transfer—Other than Central Contractor Registration (V) (MAY 99)
PAYMENT BY ELECTRIC FUNDS TRANSFER (Continued)

(i) Payment information. The payment or disbursing office shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. The Government may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods the payment office is capable of executing. However, the Government does not guarantee that any particular format or method of delivery is available at any particular payment office and retains the latitude to use the format and delivery method most convenient to the Government. If the Government makes payment by check in accordance with paragraph (a) of this clause, the Government shall mail the payment information to the remittance address in the contract.

(j) EFT information. The Contractor shall provide the following information to the designated office. The Contractor may supply this data for this or multiple contracts (see paragraph (b) of this clause). The Contractor shall designate a single financial agent per contract capable of receiving and processing the EFT information using the EFT methods described in paragraph (c) of this clause.

- (1) The contract number (or other procurement identification number).
- (2) The Contractors name and remittance address, as stated in the contract(s).
- (3) The signature (manual or electronic, as appropriate), title, and telephone number of the Contractor official authorized to provide this information.
- (4) The name, address, and 9-digit Routing Transit Number of the Contractors financial agent.
- (5) The Contractors account number and the type of account (checking, saving, or lockbox).

FAR f 52.232-34 Payment by Electronic Funds Transfer—Other than Central Contractor Registration (VI) (MAY 99)
PAYMENT BY ELECTRIC FUNDS TRANSFER (Continued)

(6) If applicable, the Fedwire Transfer System telegraphic abbreviation of the Contractors financial agent.

(7) If applicable, the Contractor shall also provide the name, address, telegraphic abbreviation, and 9-digit Routing Transit Number of the correspondent financial institution receiving the wire transfer payment if the Contractors financial agent is not directly on-line to the Fedwire Transfer System; and, therefore, not the receiver of the wire transfer payment.

Additional Terms and Conditions

Year 2000 Compliance

Any product offered or electronic and authorization system delivered under this contract is warranted to be Year 2000 compliant. Year 2000 Compliant means accurately processing date/time data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations, when used in accordance with the product documentation provided by the contractor, provided that all products used in combination with the contractor's product properly exchange date data with it.

TAXPAYER IDENTIFICATION (FAR 52.204-3)(10/30/98)

(a) Definitions.

Common parent, as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

Taxpayer Identification Number (TIN), as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

☐ TIN: _____

☐ TIN has been applied for.

☐ TIN is not required because:

☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

☐ Sole proprietorship;

☐ Partnership;

☐ Corporate entity (not tax-exempt);

☐ Corporate entity (tax-exempt);

☐ Government entity (Federal, State, or local);

☐ Foreign government;

☐ International organization per 26 CFR 1.6049-4;

☐ Other _____.

(f) Common parent.

☐ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

☐ Name and TIN of common parent:

Name _____

TIN _____

SUPPLEMENTAL INVOICING INFORMATION	
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If desired, this order (or a copy thereof) may be used by the Contractor as the Contractor's invoice, instead of a separate invoice, provided the following statement, (signed and dated) is on (or attached to) the order: "Payment is requested in the amount of \$ _____. No other invoice will be submitted." However, if the Contractor wishes to submit an invoice, the following information must be provided: contract number (if any), order number, item number(s), description of supplies or services, sizes, quantities, unit prices, and extended totals. Prepaid shipping costs will be indicated as a separate item on the invoice. Where shipping costs exceed \$10 (except for parcel post), the billing must be supported by a bill of lading or receipt. When several orders are invoiced to an ordering activity during the same billing period, consolidated periodic billings are encouraged.

RECEIVING REPORT

Quantity in the "Quantity Accepted" column on the face of this order has been: ☐ inspected, ☐ accepted, ☐ received by me and conforms to contract. Items listed below have been rejected for the reasons indicated.

SHIPMENT NUMBER	PARTIAL		DATE RECEIVED	SIGNATURE OF AUTHORIZED U.S. GOV'T. REP.	DATE
	FINAL				
TOTAL CONTAINERS		GROSS WEIGH	RECEIVED AT	TITLE	

REPORT OF REJECTIONS

[illegible]

Fax

JAMES E. PRICE

**U.S. ENVIRONMENTAL PROTECTION AGENCY
901 N. 5TH STREET
ATTN: PLMG/RFMB
KANSAS CITY, KANSAS 66101
PHONE: 913-551-7239 - FAX: 913-551-9239
Email: price.james@epa.gov**

DATE: October 17, 2002

SUBJECT: PURCHASE ORDER

PAGES: 11

Attn: Rebecca Langelier

Organization: Twin City Janitorial Supply

Fax: (636) 937-2887

Phone: (636) 937-6506

Enclosed is our purchase order number **3K3503TTSA**.

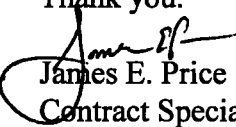
Please reference the purchase order number upon invoicing EPA. **ORIGINAL** invoices should be mailed to:

**US EPA - REGION 7
AGENCY CODE 68-01-4922
RTP-FMC MD-32
RESEARCH TRIANGLE PARK, NC 27711**

If a **copy** (or fax) of an invoice must be sent, the statement "**Certified True Original**" must be on the invoice before the copy or fax can be accepted.

If you have questions regarding the purchase order, contact me at (913) 551-7239. If you have questions regarding payment call (919) 541-0616 or fax your inquiries to (919) 541-4975.

Thank you.


James E. Price
Contract Specialist

HP Fax Series 900
Plain Paper Fax/Copier

Fax History Report for
US EPA CONTRACTS
913-551-7579
Oct 17 2002 8:04am

Last Fax

<u>Date</u>	<u>Time</u>	<u>Type</u>	<u>Identification</u>	<u>Duration</u>	<u>Pages</u>	<u>Result</u>
Oct 17	7:53am	Sent	916369372887	10:19	11	OK

Result:

OK - black and white fax

James Price

10/17/2002 07:51 AM

To: Teri Hankins/SUPR/R7/USEPA/US, Bruce
Morrison/SUPR/R7/USEPA/US, Jim Silver/SUPR/R7/USEPA/US, Gay
Ranes/PLMG/R7/USEPA/US, Phyllis Carrasco/PLMG/R7/USEPA/US,

cc:

cc:

Subject: Purchase Order (Teri Hankins, Bruce Morrison, Jim Silver, Gay Ranes,
and Phyllis Carrasco)

Dear Teri, Bruce, Jim, Gay, and Phyllis:

Be advised, that I am sending you a copy of Purchase Order 3K-3503-TTSA. It can be viewed by clicking on the attachment below, and then clicking **view** to open. After opening, you may print your copy using a high-end printer (ex. HP 4si or higher).

If for any reason you can not print it, please contact your help desk and they will further assist you in printing. In addition, please do not hesitate to contact me if you need a signed copy or have any questions at (913) 551-7239.

Thank you,

James Price
Contract Specialist

PO # 3K-3503-TTSA



Purchase Order.PDF

**EPA HEPA VACUUM CLEANER
STATEMENT of WORK**

Upon the presentation of an original EPA HEPA vacuum cleaner certificate, the vendor shall order the specified vacuum cleaner for the "eligible resident". The certificate must be an original and shall have the EPA raised approval stamp clearly marked on the front. In addition, the certificate shall have one of the following authorized signatures:

EPA Authorizing Signatures:

Bruce A. Morrison

James Silver

Teri Hankins

Joe Davis

(no other signatures will be accepted)

In order to request reimbursement from EPA for the vacuum cleaners, the vendor shall do the following:

- 1) Before ordering the eligible resident a vacuum cleaner, vendor will obtain and date received date on the original EPA HEPA vacuum cleaner certificate. This certificate must be presented to vendor within 14 days of issuance from EPA. Any certificate received after 14 days is therefore void, and will not be used or accepted by vendor to place vacuum cleaner order.
- 2) Vendor shall verify the proper identification of the eligible resident. In addition, vendor must check that the certificate is not void and has been signed by an authorized EPA official.
- 3) After receiving the certificate and completing required verifications, the vendor will order vacuum cleaner for the eligible resident. When vacuum cleaner arrives at vendor location, the vendor will contact the eligible resident for delivery. Delivery shall take place at the vendor location.
- 4) Prior to delivery of vacuum cleaner to the eligible resident, vendor shall indicate serial number of vacuum cleaner on certificate.
- 5) At delivery, the vendor shall obtain the eligible resident's signature and current date on certificate. This will prove that vendor has delivered the vacuum cleaner, and that the eligible resident has accepted the vacuum cleaner.

**EPA HEPA VACUUM CLEANER
STATEMENT of WORK**


- 6) After completing steps 1-5, vendor shall mail an original invoice for payment to the following:

US EPA - REGION 7
AGENCY CODE 68-01-4922
RTP-FMC MD-32
RESEARCH TRIANGLE PARK, NC 27711

In addition, vendor shall mail completed original certificates and copy of invoice to the following:

US EPA - REGION 7
ATTN: Teri Hankins, SUPR
901 N. 5th Street
Kansas City, Kansas 66101

- 7) US EPA - REGION 7, payment center will pay invoices after Teri Hankins has approved all vouchers based upon the certificates received from vendor.

 US Environmental Protection Agency Washington, DC 20460 Procurement Request/ Order		1. Name of Originator Teri Hankins		2. Date of Requisition 10/15/02						
		3. Mail Code SUPR	4. Telephone Number 913/551-7118	5. Date Item Required ASAP						
6. Signature of Originator <i>Teri Hankins</i>				7. Recommended Procurement Method: <input type="checkbox"/> Competitive <input type="checkbox"/> Other than full and open competition <input type="checkbox"/> Sole source small purchase						
8. Deliver To (Project Manager) James Price		9. Address: KS, KS		10. Mail Code PLMG	11. Telephone Number 913/551-7239					
12. Suggested Source (Name, Address, ZIP Code, Phone/Contact) Twin City Janitorial Supply 1230 Commercial Blvd. Rebecca Langelier Herculaneum, MO 63048 636/937-6506		13. Amount of money committed is: <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input checked="" type="checkbox"/> Original <input type="checkbox"/> Cancellation		14. For Small Purchases Only: Contracting Office is authorized to exceed the amount shown in Block 26 by 10% or \$100, whichever is less. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
15. Approvals										
a. Branch/Office: <i>Sanitarius Building Chief EFER</i>		Date <i>10/15/02</i>		d. Property Management Officer/Designee Date						
b. Division/Office: <i>Mr. Hankins for AV</i>		Date <i>10-15-02</i>		e. Other (Specify) Date						
c. Funds Listed in block 26 and Block 14 (if any) are available and reserved. (Signature of Certifying Official) <i>Darryl Rann</i>		Date <i>10-15-02</i>		f. Other (Specify) Date						
16. Date of Order		17. Order Number		18. Contract Number (if any)						
20. FOB Point		21. Delivery to FOB Point by On or before (Date)		22. Person Taking Order/Quote and Phone No.						
23. Contractor (Name, address, ZIP Code)		24. Type of Order <input type="checkbox"/> a. Purchase		Reference your quote (See Block 22)						
		Please furnish the above on the terms specified on both sides of this order and on the attached sheets, if any, including delivery as indicated.								
		<input type="checkbox"/> b. Delivery provisions on the reverse are deleted. The delivery order is subject to the terms and conditions of the contract. (See Block 18)								
		c. <input type="checkbox"/> Oral <input type="checkbox"/> Written <input type="checkbox"/> Confirming								
25. Schedule										
Item Number (a)	Supplies or Services (b)	Quantity Ordered (c)	Unit (d)	Estimated Unit Price (e)	Unit Price (f)	Amount (g)	Quantity Accepted (h)			
	Eureka Vacuum Cleaners True Hepa Sealed Vacuum Filtration 100% Superfund Justification: Part of the removal action currently ongoing at the Herculaneum Superfund site.	125	ea	\$123.95	PHYLISS: Give Back to me AND I will complete this for Teri. 13 months THANKS JAMES Teri Hankins 46848					
Total \$										
26. Financial Data										
Line	Document Control Number (Max 6)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Results Code (Max 9)	Object Class (Max 4)	Amount (Dollars & Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)	SFO (Max 2)
1	W93003	2003	T	7AW0E	50102D	2505	\$15,493.75	A717RV01	C001	
2										
3										
4										
27. United States of America by (Signature)						28. (Typed) Name and Title of Contracting Officer				

ACTION: R SCREEN: REQL USERID: GRKI 10/15/02 11:17:01 AM

*** REQUISITION ACCOUNTING LINE INQUIRY TABLE ***

KEY IS TRANS CODE, REQ NO, LINE NO

TRANS CODE: RQ REQ NO: 037AW93003

01- LINE NO: 001	BFY: 2003	APPR: T	RPIO: 07	
BUDGET ORG: 7AW0E		PE: 50102D	LINE AMT:	15,493.75
COST ORG: C001		SITE/PROJ: A717RV01	CLOSED AMT:	0.00
BOC: 2505		RPTG CATG:	OBLG AMT:	0.00
LAST CHG STATUS:		DESCRIPTION: EUREKA VACUUM CLEANERS-125		
02- LINE NO:	BFY:	APPR:	RPIO:	
BUDGET ORG:		PE:	LINE AMT:	
COST ORG:		SITE/PROJ:	CLOSED AMT:	
BOC:		RPTG CATG:	OBLG AMT:	
LAST CHG STATUS:		DESCRIPTION:		
03- LINE NO:	BFY:	APPR:	RPIO:	
BUDGET ORG:		PE:	LINE AMT:	
COST ORG:		SITE/PROJ:	CLOSED AMT:	
BOC:		RPTG CATG:	OBLG AMT:	
LAST CHG STATUS:		DESCRIPTION:		

02-*L009 HEADER CHANGE

The vendor shall provide a HEPA vacuum cleaner as specified in this procurement to the "eligible resident" upon the presentation of an original EPA HEPA vacuum cleaner certificate. The certificate must be an original and have an EPA authorized signature (as identified below).

In order to request reimbursement of the vacuum cleaner, the vendor shall:

- 1) request and verify proper identification of the eligible resident;
- 2) complete the vendor name and address;
- 3) indicate the model and serial numbers on each certificate; and
- 4) obtain the eligible resident's signature and current date (proves delivery of vacuum cleaner)

The vendor shall submit all completed certificates to EPA.
EPA will approve vouchers based upon the certificates received.

EPA Authorizing Signatures:

Bruce A. Morrison

James Silver

Teri Hankins

(no other signatures will be accepted)

Completed certificates should be mailed to:

U.S. Environmental Protection Agency
ATTN: Teri Hankins, SUPR
901 N. 5th Street
Kansas City, Kansas 66101

* GSA * Advantage! * Security * What's New * e-Buy * e-Library * Customer Service * Help/FAQ

[Log off](#) [Your Home](#) [Your Profiles](#) [Your Parked Carts](#) [Your Orders](#) [Your Cart](#)
contains 0 items / \$0.00

GSA Advantage!
...Working for the U.S. Government

Wednesday October 16, 2002

Your search on 'Eureka + EUK4684' produced 0 results

Search: ☒ New Search ☐ Search Within Results **Go!**

[Advanced Search](#) [Search Tips](#) [Refine Search Options](#)

Items 1-0 of 0

Volume
discount

Sort By: Most Relevant

Go!

NSN/Mfr. Part No	Product	Price / Delivery Q
------------------	---------	--------------------

No matching products were found.

Items 1-0 of 0

Go to Item **Go!**

Refine Search

☒ New Search
☐ Search Within Results

Go!

[Advanced Search](#)
[Search Tips](#)

Limit display to:

- | | |
|---|--|
| <input type="checkbox"/> UNICOR
Mandatory
Items | <input type="checkbox"/> Environmental
Items |
| <input type="checkbox"/> NIB/NISH
Mandatory
Items | <input type="checkbox"/> Recycled
Items |
| <input type="checkbox"/> GSA Items | <input type="checkbox"/> Energy
Efficient Items |
| <input type="checkbox"/> VA Items | <input type="checkbox"/> Energy Star
Items |
| <input type="checkbox"/> Small
Business
Items | <input type="checkbox"/> 508
Information
Available |

Sort by:

Most Relevant

Can't find what you're looking for? [Click here for assistance:](#)[▶ Customer Service Callback](#)

* GSA * Advantage! * Security * What's New * e-Buy * e-Library * Customer Service * Help/FAQ

[Log off](#) [Your Home](#) [Your Profiles](#) [Your Parked Carts](#) [Your Orders](#) [Your Cart](#)
contains 0 items / \$0.00

GSA Advantage!
...Working for the U.S. Government

Wednesday October 16, 2002

Your search on 'Eureka Vaccum Cleaners' produced 0 resultsSearch: ☒ New Search☐ Search Within Results**Go!**[Advanced Search](#) [Search Tips](#) [Refine Search Options](#)

Items 1-0 of 0

Volume
discountSort By: **Go!**

NSN/Mfr. Part No	Product	Price / Delivery Q
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No matching products were found.

Items 1-0 of 0

Go to Item **Go!****Refine Search**☒ New Search☐ Search Within Results**Go!**[Advanced Search](#)[Search Tips](#)

Limit display to:

☐ UNICOR
Mandatory
Items☐ NIB/NISH
Mandatory
Items☐ GSA Items☐ VA Items☐ Small
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Items☐ Environmental
Items☐ Recycled
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Efficient Items☐ Energy Star
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Information
AvailableSort by: **Can't find what you're looking for? [Click here for assistance:](#)**[▶ Customer Service Callback](#)



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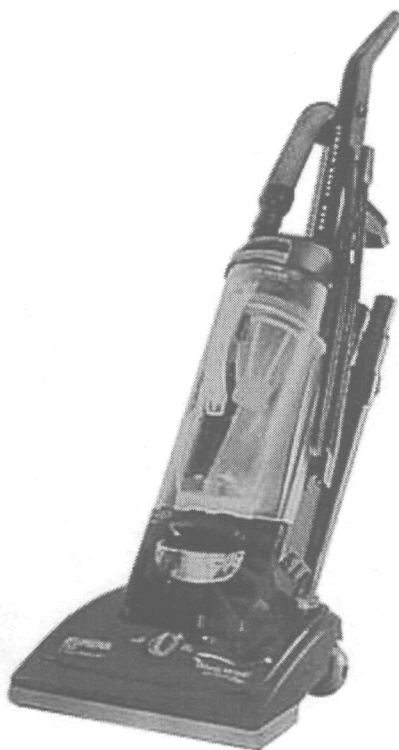
1-800-285-8145Vacuum Cleaners by
Brand

-Select a Brand-

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Eureka Boss 4684

Glossary of Terms

**Brand:** Eureka**Type:** Upright**Classification:**

Bagless/Cyclonic

Available: Yes**Motor Size:** 12 amp**Tools On Board:** Yes**Light:** Yes**Bare Floor Selector:** No**Filtration:** Class III HEPA
with Washable Filter**Pet Hair:** Yes**Suggested Retail:** \$270.00**Price:** \$169.00**Shipping Cost:** FREE!**Warranty:** One year parts
and labor**Comments:**

Austin residents visit

us at:



E-MAIL

[Click here for additional details!](#)

Vacuum	Suggested Retail	Price	Buy!	
Eureka Boss 4684	\$269.99	\$169.00	<input type="checkbox"/>	
<u>Turbo Hand Tool</u>		\$25.00	<input type="checkbox"/>	
<u>Deluxe Tool Set</u>		\$29.00	<input type="checkbox"/>	
	Price	Buy!	Buy 2-SAVE!	Buy!
Belts	\$3.00	<input type="checkbox"/>	\$4.00	<input type="checkbox"/>

[Buy Now!](#)

Purchasing

Shipping is free on all vacuum bags and belts and selected accessories. The above extras are available for this vacuum. Please use the checkboxes to select your vacuum as well as any extras.

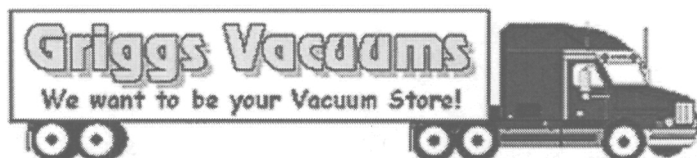
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ABC Vacuum Warehouse 6720 Burnet Rd., Austin, Texas. 78757

Store Hours: Mon-Sat, 9-5 Telephone 800-285-8145 discount@abcvacuum.com

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October 16, 2002

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Quantity in Basket: none

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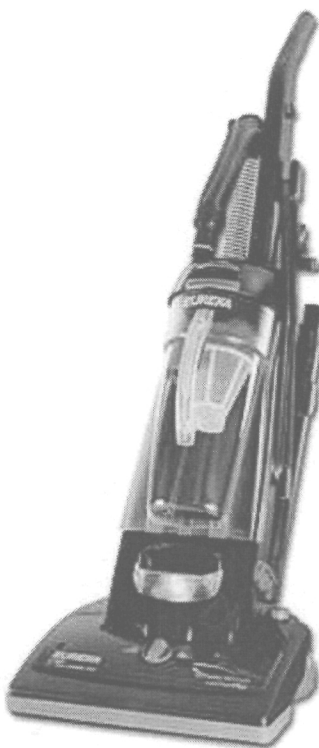
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Toll Free **1-800 840-5080**[Home](#) > [Upright Vacuums](#) > [Limited WhirlWind M](#)**Limited WhirlWind Model 4684****Features -**Shipping: **FREE SHIPPING!**Filtration: **True HEPA**Bagless **Yes**Cleaning Path: **15 inches**Headlight: **Yes**Hose **Stretch hose CLR 5 ft**Includes: **Ready to use****7 carpet positions****Larger dust cup****Deluxe tools onbo****Specifications -**Color: **Translucent Red**Motor **12 amps**Weight: **23 lbs**Material: **ABS material**Cord: **30 feet**Bag: **Bagless**Belt: **54312 U belt**Filter: **61510 washable HEP**Quantity in Basket: **none**Code: **4684**Retail: **\$269.99**Discount: **38 %**Your Price: **\$167.99**Quantity:

1

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beat it!

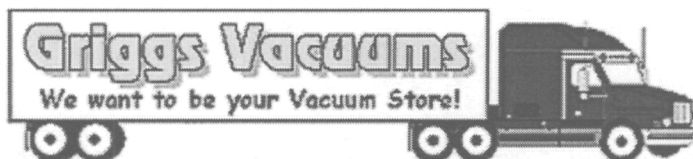
Recommended Feature: Save \$19.99 everytime you wash this Filte
replacing it.

Related Item(s)

Code	Name	Image	Weight	Price	
<u>54312A</u>	Upright Bravo / Victory / Whirlwind /Self-Propelled Belts - Style U		1.00	\$2.49	Add One to Basket
<u>61510</u>	Washable HEPA Filter		0.50	\$39.99	Add One to Basket

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To Contact Us:**Surface Mail**

Griggs Vacuums
507 Hwy 24 N
Buena Vista, CO 81211

**Phone and FAX**

Owner - Paul & Dwight Griggs
Toll Free - 1-800 840-5080
Phone - (719) 395-2202
Fax - (719) 395-0330

**Email Address**

GriggsVacuums@yahoo.com

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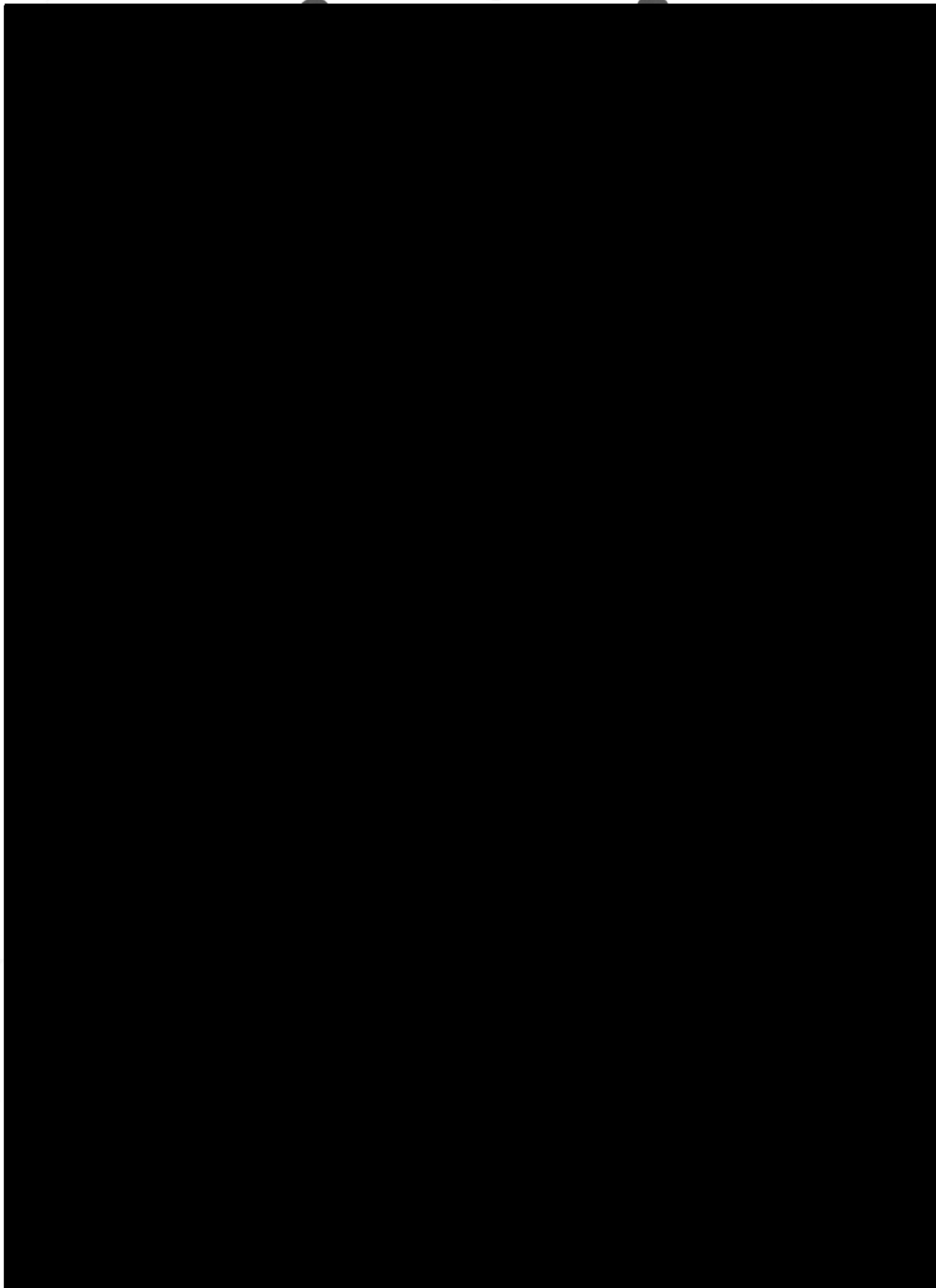
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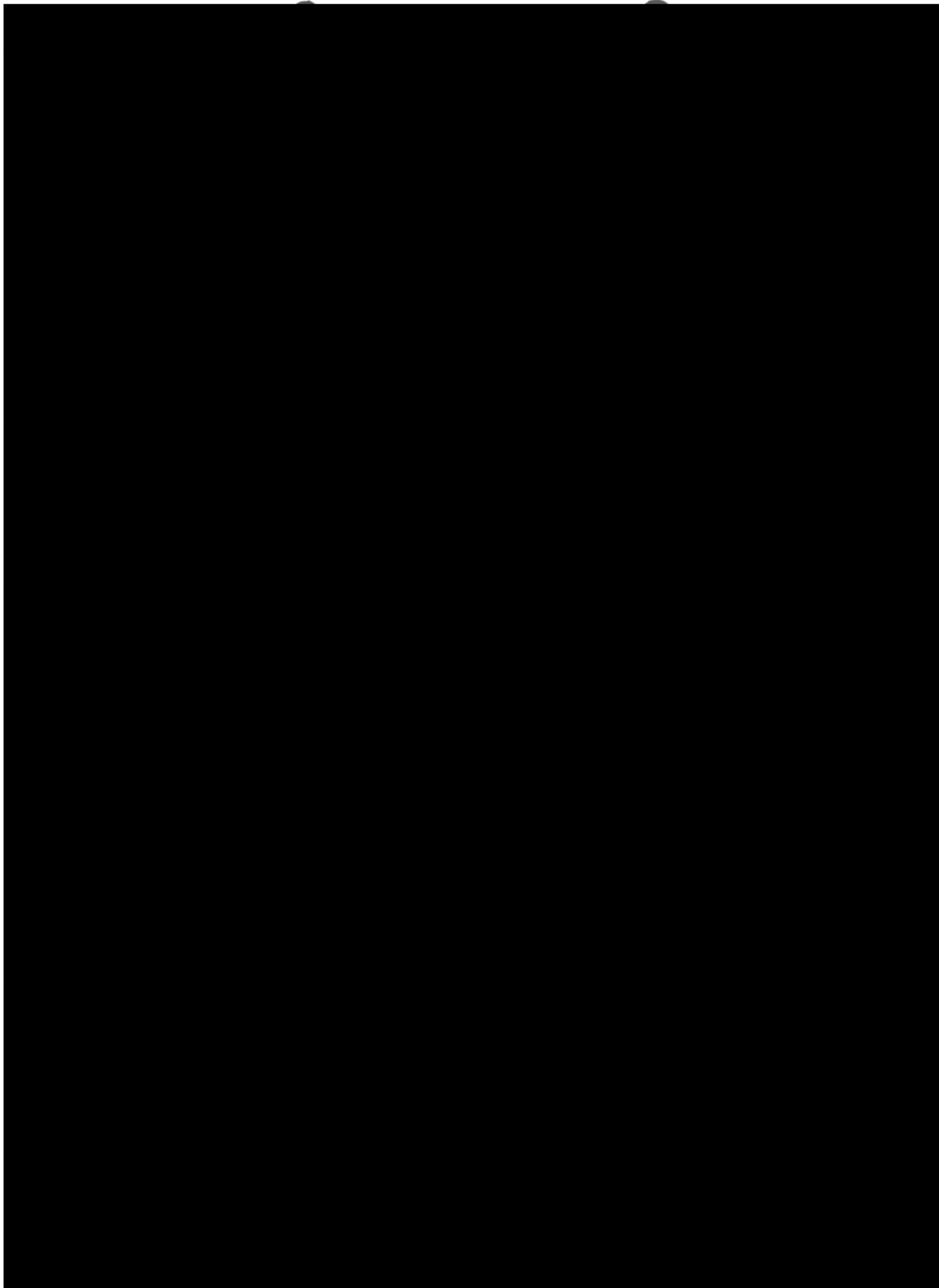
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C







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Document Summary: General Ledger Entries
Doc Type: MO**Doc No:** 3K3503TTSA**Order Date:** 10/23/02**Effective Date:** 10/23/02**Closed Date:** 10/20/04**Servicing Finance Office:** AP22**Order Amount:** \$1,983.20**Paid Amount:** \$1,983.20**Available Amount:** \$0.00**Vendor:** TWIN CITY JANITORIAL SUPPL INC**Document Details:****Expand**

Line#	Line Amt	Paid Amt	Available Amt	BFY	Fund	Org	Program	Job	BOC	CostOrg	Comments
001	\$1,983.20	\$1,983.20	\$0.00	2003	T	7AW0E	50102D	A717RV01	2505	C001	037AW93003

Document Activity:

Date	Ref Amount	Related Document	Direction	Date	Ref Amount	Related Document	Date	Ref Amount	Related Document
10/20/04	-\$13,510.55	Decrease							
09/09/04	\$247.90	PV A4004971274	Forward						
07/29/04	\$495.80	PV A4003743742	Forward						
03/17/03	\$1,239.50	PV A3003751016	Forward						
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This web page was last updated on 03/03/2004.

This data was last updated on 11/10/2004 10:04

This page coordinated by: Robert Shields

SIMPLIFIED ACQUISITION CHECKLIST

ACTION	IN FILE	YES	N/A
1. APPROVALS OBTAINED (CMM CHAPTER 2)		x	
2. MANDATORY SOURCES CHECKED (FAR 8)		x	
3. SMALL BUSINESS SET-ASIDE OR WAIVER (FAR 13)			x
4. SF 98/98A FOR SERVICES (FAR 22)			
5. SYNOPSISIZED OR POSTED			x
6. JUSTIFICATION FOR SOLE SOURCE (FAR 6)			x
7. ABSTRACT OF OFFERS	x		
8. SUPPLEMENTAL CLAUSES	x		
9. PRICE COMPARISON FOR MULTIPLE AWARD FSS (FAR 8)	x		
10. DELIVERY DATE OR PERIOD OF PERFORMANCE	10/16/02-01/16/03		
11. DATE PURCHASE ORDER DISTRIBUTED (EPAAR 1513)	10/16/02		
12. DATE DELINQUENT NOTICE ISSUED			
13. DATE ITEM/SERVICES RECEIVED			
14. DATE FINAL PAYMENT MADE	10/2-104		
15. DATE CLOSEOUT COMPLETED	11/16/04		

***PER EPAAR 1513, THE OFFEROR WILL BE ADVISED OF ALL APPLICABLE CLAUSES FOR ORAL ORDERS. SUPPLEMENTAL CLAUSES WILL BE ATTACHED TO WRITTEN ORDERS.**

BASIS FOR PRICE REASONABLENESS (FAR 13):

Based on prices paid in the past for similar vacuum cleaners, price is determined to be both fair and reasonable by contract specialist.

OTHER APPLICABLE COMMENTS:
